



Register to do business with the State

BIDDER REGISTRATION

Go to <https://www.caleprocure.ca.gov> using the latest version of your web browser. In the upper right hand corner, click *Login/Register*; on the next page, click *Register as a Sourcing Bidder*.

Step 1 Preliminary Information. Choose either *Federal Employer Information Number (FEIN)* or *Social Security Number (SSN)* as your *Tax Identification Number (TIN)*, choose *Selling Goods/Services*.

Step 2 User Account Setup. All items with an asterisk must be completed. If you have a website, enter the link under *URLID*. If you use Instant Messaging, complete *IM Service* and *IM User Name*. Currency for the United States is USD. If you have additional users, use the *Save and Add Another User* button. These users will have total account access.

Step 3 Primary Address. Complete all items marked with an asterisk.

Step 4 Other Account Addresses. Depending on the number of users, you can have multiple entries for items such as *Invoice Address* or *Primary Address*.

Step 5 Address Contacts. Add information for additional contacts.

Step 6 Other Business Details. Choose *Company Primary Industry* and *Keywords*. (Use the plus sign [+] to add keywords. Add at least 3 keywords.) Make sure you check *Receive Bid Interest Notifications* and *Receive Certification Notifications*. Choose *Service Area(s)*.

Step 7 Additional Classification Information. *NAICS Codes* (North American Industry Classification System) is a required field for those applicants that are manufacturers ONLY.

Step 8 Bid Notification Preferences. *UNSPSC Code* (United Nations Standard Products and Services Codes) can be searched by code or keyword. Select as many codes that are appropriate to your company.

Step 9 Terms and Conditions. Click the required box to agree to the terms and conditions for state procurements. Click *Finish*.

Bidder Registration is complete. You will receive an email with your temporary password.

(continued on the other side)

.....

(continued)

After receiving email confirmation of your user ID and password, activate your account.

Go to <https://www.caleprocure.ca.gov>

In the upper right hand corner, click *Login/Register*.

Log in with your *User ID* and *Password*. You must input a new password* for security after the initial login. (You can click on your account by clicking the *Login* button on the top right hand side of the *Home* page. You can view your account, change your password, or log out.)

For questions about bidder registration, call 1-855-421-6355 or email vendors@fiscal.ca.gov.

** The password must have a minimum of 8 characters, contain at least one upper and one lower case letter, one special character and one number.*

Small Business (SB), Disabled Veteran Business Enterprise (DVBE) Certification

To get certified as an SB/DVBE, or both, **go to <https://www.caleprocure.ca.gov>**.

Click on the middle icon (a check mark, *Small Business/Disabled Veteran Business Enterprise*), then click the *Get Certified* button on the left side of the page.



.....

Before following the SB/DVBE application process gather the following documents/information in electronic format:

- Applicant/Affiliate Federal Tax Returns for three most recent tax years
 - Federal Employer Identification Number (FEIN)
 - Secretary of State Number
 - Home address of Officers, Members/Managers and Partners
 - Dun & Bradstreet Number (if applicable)
 - Contractors State License Board Number (if applicable)
 - A list of keywords describing your business activities to ensure your businesses is easily and appropriately identified in any search for certified firms. (Since you are limited to 255 characters, do NOT use periods or commas and do NOT repeat words.)
-

For certification questions, call OSDS at (916) 375-4940.

<https://www.caleprocure.ca.gov>



.....

California Department of General Services • Procurement Division
707 Third Street, 2nd Floor • West Sacramento, CA 95605 • www.dgs.ca.gov/pd